

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, SEPTEMBER 19, 2016  
6:30 P.M.**

**APPROVED**

**SELECTMEN PRESENT:** Brown, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carolyn Carey, Lincoln Hooper, Barbara-Anne Foley, Richard Waystack, Adrienne Johnson, Joe Johnson, Jerry Beltis, Steve Tupper, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman MacAskill.

**WEEKLY BRIEFING**

Mr. Clark reported that the handicapped doors at the Library are being worked on and the Library will be closed tomorrow but Library events at the Community Center are still operational.

Ms. Carey reported that the Cape Cod Chronicle has offered to donate hoses for the Community Center gardens and she discussed upcoming events at the Community Center.

Ms. Foley reported on upcoming events at the Council on Aging and noted that Sheriff Cummings will be hosting a Cape Cod Seniors Appreciation Picnic on September 28<sup>th</sup> at Bass River Beach parking lot.

**CONSENT AGENDA**

- A. Approve Minutes
  - 1. September 6, 2016 – Executive Session
  - 2. September 6, 2016 – Regular Session
- B. Approve Committee Appointments as recommended
  - 1. Jeremy Gingras Saquatucket Development Comm. June 30, 2017
  - 2. Rose Ann Clark Cultural Council June 30, 2019
  - 3. Ron Rich Trails Committee June 30, 2019
- C. Approve request by Family Pantry to waive sign application fee for 3 signs
- D. Approve petition by Eversource to install conduit and cable to provide service at 10 Island Pond Road

Ms. Kavanagh moved approval of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

**PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*

- A. Annual Meetings with the Board of Selectmen:
  - 1. Community Center Facilities Committee

Mr. Culver, Chair, delivered the Annual report of the Community Center Facilities Committee and took questions and comments from the Board.

## 2. Council on Aging

Ms. Johnson, Chair, delivered the Annual Report of the Council on Aging and took questions and comments from the Board.

### B. Hearing on Entertainment License for Perks at 545 Route 28 – *to be deferred to Administration*

Chairman MacAskill opened the hearing and requested that the Board send this to the Town Administrator for administrative review. Ms. Brown moved to send this hearing to the Town Administrator for review instead of a public hearing tonight. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. Mr. Clark said he would come back to the Board with the findings for them to ratify or change.

### C. Road Safety Audit Presentation for Route 39/Pleasant Bay Road intersection – *Steve Tupper, Cape Cod Commission*

Mr. Tupper provided background information and reviewed the Road Safety Audit report. He noted that they will be not making any recommendations and that will be up to Town staff. Mr. Clark reviewed changes made at the intersection since he started in Harwich. He said that he had indicated to a previous Board that a roundabout was needed and he noted that the Town Engineer has said that it would fit in the road layout. He stressed that a roundabout would slow people down which would decrease accidents. He stated that we should pursue cutting back trees and shrubs in the short term as well as additional warning signage. Mr. Tupper took questions from the Board regarding speed limits and pros and cons of a roundabout. He noted that changing speed limits is ineffective as people will drive the speed they are comfortable with. He stated that overall, safety benefits would be greater with a roundabout than with a traffic light and with a roundabout it is almost impossible to have significant right angle crashes at this location.

Chairman MacAskill noted that there was a late submission of a letter by a citizen as well as a slideshow by another citizen and due to the lateness he would not allow it. He did call for public comment.

Mr. Beltis of the Traffic Safety Committee questioned why we wouldn't install a 4-way stop and Mr. Tupper responded that you would be stopping all the traffic on Route 39 and there is a little more than twice the traffic on Route 39 than there is on Pleasant Bay Road. He said it would be quite a surprise to drivers traveling along Route 39 and therefore would require significant signage. He commented that it would be an unexpected condition which they generally try to avoid and with this level of volume it would be fairly problematic. Mr. Beltis recommended surveys be done of abutting properties to see if trees are on Town property and to see where boundaries are. He said anything we do should be reviewed in 3 months to see what progress we are making. Chairman MacAskill asked him to put this in a letter to the Board.

Mr. Hooper said all the signage should be updated to code and it is on his to do list. He said there are some sight line improvements still to be made and he would like to do this incrementally as he has been doing for the last year. He said a roundabout would probably solve the crash issue at least for crashes that result in trips to the hospital. He suggested we do the small stuff first and then see what

the data says. He reiterated that the Town Engineer designed a roundabout which fits without taking any property.

Jerry Scannell of the Traffic Safety Committee handed in written remarks and Chairman MacAskill asked him to submit a recommendation from the Traffic Safety Committee to the Town Administrator.

Tim Klink of 240 Pleasant Bay Road discussed moving forward with contentious neighbors and taking trees down and he stated that one of the big problems is the Nelson corner. He stressed that we should not wait on the preliminary short term recommendations and should start moving forward with planning a roundabout now.

Bob Phillips of 1664 Route 39 said he looked at the data and the basic problem at this intersection is failure of cars to stop at the stop sign and he discussed different crash scenarios. He attempted to display some charts on his mobile device at which time Chairman MacAskill referred him to the Traffic Safety Committee. He said he is concerned about neighborhood being diluted prior to the roundabout. Mr. Tupper responded that people will stop at the stop sign but then proceed without yielding to Route 39 traffic. He then discussed regional funding sources.

Mr. Clark suggested that he meet with the neighbors to discuss this. He noted that mini roundabouts don't allow us to be eligible for TIP funding. He recommended discussing a longer term solution that is palatable to the neighbors and meets safety standards outlined in the report. He suggested that a Board member, Mr. Tupper, and Mr. Hooper participate as well to vet out the right solution and then he would report back to the Board. Ms. Kavanagh suggested looking at starting the process on moving poles now.

Marie Jainchill of 241 Pleasant Bay Road said there has definitely been an increase in accidents since 2015 and that she sees the collisions firsthand. She said the roundabout is the only way to go. Bruce Jainchill commented that this is a drag strip and agreed that the roundabout is the best way to stop the excessive speed.

Chairman MacAskill said meeting with the neighbors is a great idea and he asked for as much background material as possible to go along with the report.

#### D. Accela permitting software update – *Paula Champagne*

Mr. Clark reported that we will be rolling out sections of Accela as we get them done, hopefully over the next month or so. Ms. Champagne provided a walk-through of the live site. She noted that it is a great timesaver and at this time anyone can research a parcel and download parcel detail report, find the status of any permit and track it. She added that they have opened 3 permits online including the real estate transfer inspection report permit and that last Monday we had training for designers, engineers and inspectors and the training will continue. Mr. Clark said they will continue to update the Board and the road we are on is the sounder more correct approach to get Accela to be functional and usable for the community.

### **NEW BUSINESS**

#### A. Middle School Building Information report

Mr. Clark stated that Ms. Carey did an excellent job of putting together proposal. He noted that the \$125,000 budget will not be sufficient and if this is successful we will have to go to Town Meeting to create a revolving fund. Ms. Carey spoke on the fee structure and she and Mr. Clark took questions and comments from the Board. Ms. Brown said she did not want to offer a monthly rate for the gymnasium, music room, auditorium, and cafeteria. Ms. Kavanagh stated that if there was availability in the evenings it would be nice to have the income. Mr. Clark cautioned that we do not have any staff dedicated to this and he would not want to hire staff as this would be a two year experiment. He said that each person that rents a room would be responsible for the room itself and that we don't have set up because we don't have furniture. Ms. Kavanagh said the contracts should say that whoever rents is responsible for cleanup. Mr. Libby stated that we spend about \$80,000 on just utilities and that is with keeping the heat at 55 degrees. He said there is no accountability if we just let people go in all hours of the night and it is a liability issue for us. He stressed the need to think all these things through. Chairman MacAskill said he shared Ms. Brown's concerns about renting monthly and said the hours need to be clearly defined. He suggested the agreements indicate something like "broom clean."

Ms. Brown moved to approve the fee schedule as presented with the elimination of monthly rates for auditorium, gymnasium, cafeteria and music room for the Middle School. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

B. Action Item Register additional items to be added

Mr. Clark reviewed the register and noted that if a Selectmen wanted to add a specific item they would approach the Chair who would bring it forward for the Board to formally vote. Mr. MacAskill said only things items that were votes or consensus of the Board would go on and Ms. Greenhalgh would maintain it.

C. Budget/Warrant Timeline

Chairman MacAskill noted that this is a new timeline with corrected dates. Ms. Brown moved to approve this amended Budget/Warrant Timeline in our packet. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

**TOWN ADMINISTRATOR'S REPORT**

A. Harwich Housing Summit sponsored by Council on Aging – October 3, 2016

Mr. Clark announced that there will be a Housing Summit sponsored by the Council on Aging on October 3, 2016.

B. Habitat for Humanity LIP Application material submitted for future meeting

Mr. Clark reported that we have received a LIP application and Habitat will be coming in to apply for state funding through the LIP application and also for asking for consideration of \$300,000 for acquisition of the land. He added that they may be before CPC when they are ready for construction funding.

C. Brooks Park Lighting

Mr. Clark stated that there was a request by Town Band member to improve lighting at Brooks Park and he followed up with the Town Engineer and Recreation Director. He said there are no lights that were part of Phase 4 of Brooks Park but there are several lights on the gazebo and we requested they stay on for an hour after the band concerts. He said there is a walkway that was created along a steep embankment and we would run into significant issues if we tried to make that ADA accessible. He said if they do additional work, they should try to put in some additional historic lighting.

D. Action Item Register update

Mr. Clark reviewed the Action Item Register items status.

**SELECTMEN'S REPORT**

A. Committee Vacancy List

Chairman MacAskill made a plea to public to get involved.

Chairman MacAskill said he has heard our books aren't closed for 2015 and that we haven't hired an auditor for 2016 and he would like to get a report on that. Mr. Clark said we sent Mr. Gould a request for an update on the 15<sup>th</sup>. He noted that Mr. Gould has some concerns with the auditors and we can certainly have a discussion.

Chairman MacAskill said the budget message to the Town Administrator is due the first Tuesday of October and the Board members should provide input to him.

**ADJOURNMENT**

Ms. Brown moved to adjourn the meeting at 8:51 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

TOWN OF HARWICH



BOARD OF HEALTH

732 Main Street Harwich, MA 02645.  
508-430-7509 – Fax 508-430-7531  
E-mail: [health@town.harwich.ma.us](mailto:health@town.harwich.ma.us)

September 15, 2016

Thanks to all of you for attending the roll out of our new electronic permit filing system. As we leap into the 21<sup>st</sup> century electronically, we are pleased to be able to offer these time saving services to the public. As you become familiar with the filing components and especially the research functions we hope you will find this tool useful and continue to grow with us as we add more features over time.

A drum roll please.....*Congratulations to Joe Martins of Accu SepCheck* . Joe has bravely gone where no one has gone before...on September 15, 2016 he became the first person to file Real Estate Transfer Inspection permit applications complete with uploaded documents. Who will be next???

The handouts from the training are now available on our website. We plan to repeat the training session in the next few weeks. If you have others in your office that would benefit from attending or, perhaps if something didn't quite click—please come back.

As with anything new, we expect a few bumps. Please alert us to any issues you come across so we can address them promptly. We look forward to hearing from you regarding any questions or comments you may have about the system.

We appreciate the time you spent with us learning about the program and hope it proves useful to you.

**Harwich Health Department**

Paula J. Champagne  
Meggan Tierney  
Mark Polselli  
Jennifer Clarke

Accessing the Accela Citizen Access (ACA) Portal for online property information and permitting can be done from our website or by typing in the web address:

<https://aca3.accela.com/harwich>

The screenshot shows the website for the Town of Harwich, Massachusetts. The header includes the town name and a search bar. A navigation bar contains links for 'About Harwich', 'Departments', 'Boards & Committees', and 'FAQs'. A prominent 'FIND IT FAST' button is visible. The main content area is titled 'HEALTH' and features a word cloud with terms like 'Public Health', 'Environmental', 'Occupational Health and Safety', 'Drinking Water', and 'Hazardous Waste'. Below the word cloud, there is a link for 'CURRENT HOT TOPICS' and social media sharing options. The left sidebar lists various resources, with 'Online Property Information' highlighted in yellow. The right sidebar contains 'NEWS & NOTICES' and 'AGENDAS' sections.

Once you are on the ACA website, you can look up property information without logging in or creating a username.

You can look up property owners, map and parcel information as well as a permit history. For records entered since May of 2015, you will be able to view more detailed permit information.

Septic system as-builts, certificates of compliance and Title 5 inspection letters are now being scanned into the system for future viewing.

Status checks of permits and inspection reports can be done from this system as well.

Advanced Search ▾

**Please Login**

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

**Notice:**

For best user experience, it is recommended you use one of our supported browsers and versions:

Internet Explorer 10 & 11

Mozilla Firefox 29

Chrome 34

Safari 6

Opera 21

You may find that your current version may also work, however, it may not support all functions.

**General Information**

[Lookup Property Information](#)  
Search Documents by Geographic Location

**Building**

[Create an Application](#)  
[Search Applications](#)  
[Schedule an Inspection](#)

**Conservation**

[Search Applications](#)

**Board Of Health**

[Search Applications](#)

**Planning**

[Search Cases](#)

**Zoning**

[Search Applications](#)

0 record results matching your search results

Click any of the results below to view more details.

Showing 1-8 of 8 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Historic Tracking Number	Record Type	Description	Project Name	Expiration Date
<input type="checkbox"/>	12/07/1992	<a href="#">28982_9697</a>	445	Building Historic Data Conversion	STOVE	Building Historic Data Conversion	
<input type="checkbox"/>	01/18/1983	<a href="#">28981_9697</a>	19	Building Historic Data Conversion	DWELLING	Building Historic Data Conversion	
<input type="checkbox"/>	07/28/2016	<a href="#">BOHDC-16-0127</a>	<a href="#">S16-112</a>	Disposal System Construction Permit	S16-112	73 AZALEA DRIVE	01/24/2017
<input type="checkbox"/>	07/11/2016	<a href="#">BLDTR-16-000031</a>	TR16-64	Trench	TR16-64	73 AZALEA DRIVE	01/31/2016
<input type="checkbox"/>	07/11/2016	<a href="#">BOHPT-16-0037</a>		Percolation Test Application	PERC TEST	73 AZALEA DRIVE	01/31/2016
<input type="checkbox"/>	06/23/2016	<a href="#">BOHT5-16-1883</a>	RET16-151	Title 5 Official Inspection	RET16-151	73 AZALEA DRIVE	
<input type="checkbox"/>	05/17/2016	<a href="#">BOHDC-16-1715</a>	S83-8	Disposal System Construction Permit	S83-8	73 AZALEA DRIVE	05/17/2016
<input type="checkbox"/>	07/07/1997	<a href="#">52121_9697</a>	RET	Disposal System Construction Permit	RET	Disposal System Construction Permit	

**SEARCHING FOR INFORMATION**

From the home page, search applications under Health or Building. A general "Lookup Property Information" will give owner information and not permits.

Once you choose a department to search in, input the street number and name. You are able to narrow down the search by selecting a record type if you wish. Make sure to click the "search all records" box unless you are looking for just health records.

A list of records will populate (if any exist). The permit #'s are hyperlinks, when you click on them the permit information will come up with various details depending on the record type.

You can print the screen (ctrl + P) or export the results to Excel by using the "download results" link

## Record Details

### Applicant:

P. SCOTT CAMPBELL  
CARDINAL CONSTRUCTION  
32 RIDGETOP ROAD  
COTUIT, MA, 02635  
Mobile Phone:5083641259  
pscambell@comcast.net

### Licensed Professional:

P. SCOTT CAMPBELL  
CARDINAL CONSTRUCTION  
32 RIDGETOP ROAD  
COTUIT, MA, 02635  
Mobile Phone:5083641259  
Septic System Installer 0

### Project Description:

73 AZALEA DRIVE  
516-112

### Owner:

REID DAVID &  
REID KEVIN  
73 AZALEA DR  
HARWICH MA 02645

## More Details

### Application Information

#### GENERAL INFORMATION

Permit Purpose:	Upgrade - Existing Design Flow
Description of Work:	Complete System
Type of Building:	Dwelling
Use Type:	Residential
Number of Bedrooms:	2
Design Flow Gallons Per Day:	220
Calculated Day Flow Gallons:	220
Design flow provided:	322
Total Leaching Capacity In Gallons:	322
Pump Chamber:	No
Tight Tank:	No
Installer:	CARDINAL CONSTRUCTION

#### PLAN INFORMATION

Plan Date Original:	07/13/2016
Number of Sheets:	1
Revision Date:	08/08/2016
Designer:	PUNKHORN SERVICES

#### RESTRICTIONS (OFFICE USE ONLY)

Water Resource Protection District(Zone I, II):	Yes
Private Well:	No
BOH Variances and Restrictions:	No

### Parcel Information

## Getting more out of the system

The description and the record type will indicate the scope of the project. By clicking on the Record Number hyperlink, you will have access to more useful information such as as-built cards, inspection reports, design information, etc.

Click the arrow indicating "more detail" and you will find design info, parcel info, Zone II info, etc.

## Search Applications

**Record BOHDC-16-0127:**  
**Disposal System Construction Permit**  
**Record Status: Complete**  
**Expiration Date: 01/24/2017**

Record Info ▾

Payments ▾

### Record Details

#### Processing Status

Added to this record on 08/08/2016.  
One II Severity: Notice  
Ins: 1 (Notice: 1)

#### Related Records

#### Attachments

#### Inspections

By clicking on the Record Info tab, you will have the option of looking at any attachments that have been scanned into the system, the status of the project and if any inspections have been done.

The hyperlinks on attachments will open pdf's of scanned documents.

## Attachments

The maximum file size allowed is 16 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

### View People Attachments

Name	Description	Record ID	Record Type	Entity Type	Type	Latest Up
<a href="#">HarwichReceiptv.1_20160623_100013.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Receipt	06/23/20
<a href="#">HarwichReceiptv.1_20160623_100016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Receipt	06/23/20
<a href="#">CCF06292016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Document	06/29/20
<a href="#">CCF07132016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Document	07/13/20

## Processing Status

### ✔ Application Acceptance

Due on 06/23/2016, assigned to TBD  
Marked as Accepted - Review Req on 06/23/2016 by JMC

### \* Health Review

Due on 06/23/2016, assigned to TBD  
Marked as Failure on 06/29/2016 by TBD

### 🕒 Compliance

Due on 06/29/2016, assigned to TBD  
Marked as TBD on TBD by TBD

Issuance

Close Out

The Processing status can be checked to see if an application has been reviewed, or if we are waiting for specific documents. Please note the "due on" date is not valid. We are working on getting this function corrected.

## Related Documents - 9/19/16 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes 9-6-16.pdf
- 03 Committee Appointments.pdf
- 04 Family Pantry Sign Fee Waiver.pdf
- 05 Eversource Petition.pdf
- 06 Annual Reports.pdf
- 07 Perks.pdf
- 08 Road Safety Audit.pdf
- 09 Middle School Report.pdf
- 10 Action Item Register.pdf
- 11 Budget Warrant Timeline.pdf
- 12 Housing Summit.pdf
- 13 Committee Vacancies.pdf